

MADERA COUNTY

GENERAL ACCOUNTING SUPERVISOR

DEFINITION

Under direction, to supervise the general accounting function of the Auditor-Controller's office; to perform a variety of highly specialized, difficult and complex technical accounting duties; to participate in the preparation, review and maintenance of financial transactions, records and reports; to provide information and assistance related to general accounting; and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level clerical and technical accounting staff.

DISTINGUISHING CHARACTERISTICS

This is a highly specialized/advanced class responsible for supervising the general accounting function of the Auditor-Controller's office. Incumbents must have specialized knowledge of the County's organizational and accounting structures as well as the accounting software. Job assignments include the training of and problem solving for subordinates; delegation of assignments and responsibility for compliance with established deadlines; preparation, audit and review of a variety of transactions to maintain the general ledger; and serving as the primary source of information for questions concerning the general ledger and related accounting practices.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assumes responsibility for coordinating the work of the general accounting function; plans, directs, and participates in the performance of complex technical accounting procedures, services and activities; coordinates assigned functions and activities with other departments, divisions and County staff in order to consolidate information necessary to ensure accurate record keeping and reporting; ensures tasks are completed accurately and timely; provides technical information and instruction regarding County policies, acceptable accounting procedures, and proper utilization of the accounting software; answers questions and resolves problems or complaints; provides accurate general ledger accounting reports monthly and as needed; assists other departments impacting the general ledger; audits all claims for payment to ensure proper accounting treatment/classification and makes necessary work assignments to ensure claims are paid timely; prepares correction entries as needed; prepares invoices for County services provided to the public and/or other governmental agencies; accurately prepares deposits for all State and Federal funds remitted to the County and posts all cash receipt information; reviews and inputs the proposed and adopted budgets as well as all required changes to estimated revenue and/or appropriations approved by the Board of Supervisors to ensure the budget is accurate and timely; reviews and maintains contract encumbrances; prepares 1099's as needed; posts journal entries to maintain the general ledger accurately for all agencies; and assists in the evaluation of subordinates.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Advanced accounting and financial record keeping principles, procedures, and methods and their application to general accounting.

Pertinent Federal, State and local laws, codes, regulations and guidelines governing the classification of financial transactions.

Modern office practices, methods and equipment, to include computer equipment and related software applications.

Operations, services and activities of general accounting.

Basic principles of budget preparation and control.

Skill to:

Operate modern office equipment, including computers.

Type and input data quickly and accurately.

Ability to:

Learn the integrated Financial Accounting System and understand the relationship between various modules.

Independently perform a variety of highly specialized financial and statistical record keeping assignments.

Maintain journals, ledgers, and complex accounting records.

Deal tactfully and courteously with others in answering questions, resolving problems, or providing technical instructions or general information regarding policies and procedures.

Effectively coordinate general accounting functions with other County departments and personnel.

Interpret and apply the policies and procedures, laws, codes, regulations and guidelines from a variety of sources to general accounting.

Research, collect, compile and analyze information necessary for the effective discharge of duties.

Handle multiple concurrent projects by correctly assigning priorities to a variety of tasks.

Apply accounting principles to the maintenance of general governmental financial and accounting transactions.

Understand the organization and operation of the Auditor-Controller's Office in particular and the County in general.

Ability to:

Prepare, examine and verify financial documents, statements, reports, etc.
Perform comparisons of data quickly and accurately.
Accurately tabulate, record, balance, and audit financial transactions.
Perform mathematical computations quickly and accurately.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain and foster positive and harmonious working relationships with those contacted in the exercise of duties.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of increasingly responsible specialized technical accounting work and supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized vocational training or college level course work in accounting or related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: June, 1998